

# SAMFORD UNIVERSITY

## REQUIRED COURSE AND FINANCIAL INFORMATION FOR COURSE RELATED TRIPS

Please forward completed form to International Studies Office PRIOR to providing information to students and/or parents.

Name of Trip  Country

Trip fee (exclusive of tuition)

Trip fees to be charged to student account. No trip fees are to be paid directly to travel agency by student.

Trip Fee 10 digit **Plus** account number  Account Name

<b>Banner FOAPAL</b>	<b>Index</b>	<b>Fund</b>	<b>Organization</b>	<b>Account</b>	<b>Program</b>	<b>Activity</b>	<b>Location</b>
<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Deposit Amount  Deposit Due Date  Balance Due Date

Deposit to be applied to student's account toward any trip fees and/or tuition.

Trip fee will be offset by travel subsidy  yes  no Trip fee above is reduced by travel subsidy  yes  no

If trip will have travel subsidy or scholarship offered, please complete the following:

<b>Plus Acct No</b>	<b>Banner Index</b>	<b>Banner Acct</b>	<b>Account Name</b>	<b>Travel Subsidy Amt</b>	<b>Schol. Amt.</b>

System will charge the student's account for tuition. Register students no later than one (1) week prior to the end of the registration period. (i.e. students participating in world language program and attending both summer terms)

Please provide information for all courses taught.

<b>Course Name</b>	<b>Course ID</b>	<b>Cr. Hours</b>	<b>Credit Hour Rate</b>	<b>Term</b>

Faculty Sponsor

All changes and/or additions to the program (trip fees, class load, term/semester attending or withdrawal) must be reported to the Bursar's Office in writing upon receipt of information.

**List of participants and fees to be charged should be submitted to the Bursar's Office at least 8 weeks prior to trip. Students should be registered for all classes no later than one (1) week prior to the end of the registration period.**

(NOTE: This form is page 1 of two pages. Page 2 is the "Financial Data Worksheet form.")